



<b>POSITION DESCRIPTION</b>  <b>Records Technician - IT</b>  <b>FLSA Status: Non Exempt</b> <b>EEO Category: Occupational</b> <b>Salary Grade/Band</b>	<b>9 June 2015</b>  <b>Reports to: Duchesne County IT Director</b> <b>Revised: _____</b> <b>Human Resources Initials: _____</b>
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<b>POSITION PROFILE</b>  Under Direct supervision of the Information Technology Director, incumbent provides records management services to County departments including the identification, description, appraisal, scheduling and classification of records series and records management systems in accordance with State Archives policies and County regulations; appraises and evaluates records for administrative, fiscal, legal, historical and research values; processes permanent archival records for research use; provides research assistance to patrons; and assists department personnel in micrographic/electronic technology including guidelines for filming/scanning public records, and assessing agency micrographic/electronic needs.
<b>GOALS</b> <ul style="list-style-type: none"><li>• To ensure work performance, effective time management practices, and attention to detail.</li><li>• To conduct research and archiving to assist the County's departments professionally and efficiently.</li><li>• To articulate and convey information accurately and appropriately to the public when required</li></ul>
<b>ESSENTIAL FUNCTIONS</b> <ul style="list-style-type: none"><li>• Coordinates and/or acts as a liaison between IS Department and other departments, organizations and suppliers, concerning records storage, archiving and retrieval.</li><li>• Provides End User Training, Assistance and Technical Support for Electronic Records Systems, including Onbase and COINS.</li><li>• Collects data from various sources within all the county departments and entering the information in existing or new databases; Update, modify and maintain Electronic Records; Utilize eCopy, Acrobat Pro software to develop, maintain and revise electronic records; perform digital conversion between various media types;</li><li>• Establishes and maintains a variety of automated records and files; establishes procedures to audit and ensure quality and correctness of electronic records;</li><li>• Provides support and training to users of county electronic records;</li><li>• Analyzes and documents processes and procedures to properly link COINS, Onbase, GIS and other systems to maximize usability and integrity of county electronic records.</li><li>• Performs related duties as required.</li></ul>

## **EDUCATION AND EXPERIENCE**

- High school graduate or equivalent; and
- One (1) year of specialized course work in general office procedures, typing and accounting.
- An equivalent combination of education and experience.  
May be required to attain Certified Onbase User.

## **SKILLS/ABILITIES**

- Ability to operate a variety of office equipment including computers; Windows XP or 7 and Microsoft Office 2010 experience.
- Ability to transcribe reports and minutes.
- Ability to establish and maintain a variety of accounting records and ledgers.
- Working knowledge of COINS, Onbase, Plats, Property Ownership records, Electronic Records Systems and automatic data-processing equipment; computer capabilities.
- Must be attentive to detail.
- Must be accurate and thorough.
- Ability to communicate effectively both verbally and in writing.

## **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

## **LANGUAGE SKILLS**

- Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

## **REASONING ABILITY**

- Must have the ability to synthesize diverse information and collect and research data.

## **PHYSICAL REQUIREMENTS**

- Work is primarily sedentary in nature; however, frequent walking, bending, stooping, and lifting of files of approximately 10lbs to 40lbs is required for this position. Work may include extended periods of time viewing a computer monitor and operating a keyboard, copier, or scanner.

## **HAZARDS**

- Work responsibilities are performed in a typical office setting.
- The potential for electrical shock can exist when working with electrical and electronic components (occasionally at heights or systems tunnels with the potential for asbestos) but the risk of environmental and physical hazards and risks can be characterized as minimal given the training, application of safety precautions and procedures.

## **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.